

# FISCAL YEAR 2008 BUDGET

## Fund Summary

**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No/Bus. Area No.** : 1005 / 2000

	<b>FY2007 Budget</b>	<b>FY2007 Estimate</b>	<b>FY2008 Budget</b>
Beginning Fund Balance	135,263	135,263	0
Current Revenues	25,557,505	30,735,326	31,652,043
Total Available Resources	25,692,768	30,870,589	31,652,043
Maintenance and Operations	25,558,096	30,870,589	31,606,043
Debt Service	0	0	46,000
Total Expenditures	25,558,096	30,870,589	31,652,043
Planned Ending Fund Balance	134,672	0	0
Total Budget	25,692,768	30,870,589	31,652,043

The above summarizes the FY2007 Budget, the FY2007 Estimate and the FY2008 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Fleet Management Branch of the Department of Public Works and Engineering coordinates the maintenance operation for a mixed fleet of 4,200 units (e.g. automotive, trucks, commercial construction equipment, and ancillary equipment). The Branch maintains vehicles and equipment for all or part of seventeen City departments. The budget provides funding for maintenance activities performed at eight maintenance shops. All services are billed to customer organizations via the General Equipment Maintenance System (GEMS) 2000.

The primary areas of focus for Fleet Management are:

- o Promote safety in the work place.
- o Improve efficiency by aggressively promoting automotive certifications and training for technical support personnel.
- o Seek areas to competitively bid services and outsource work.
- o Modify services provided to better meet customers' current requirements and long-term goals.
- o Improve methods and quality of data entry to the General Equipment Maintenance System (GEMS) 2000.
- o Constantly strive to be as cost effective as possible while maintaining the highest levels of service.

**FISCAL YEAR 2008 BUDGET**

**Business Area Budget Summary**

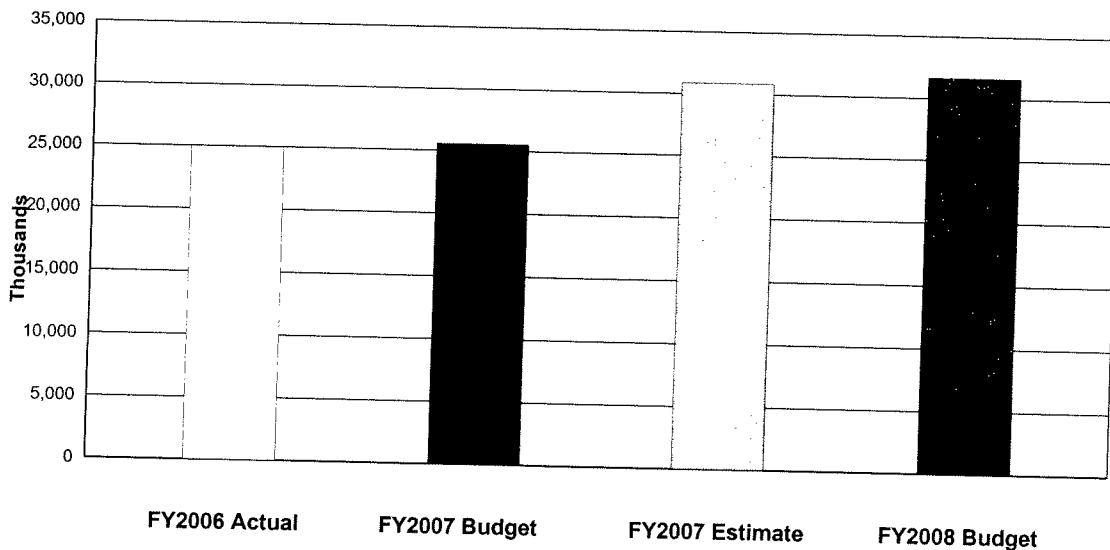
Fund Name : Fleet Management Fund  
 Business Area Name : Public Works & Engineering  
 Fund No./Bus. Area No. : 1005 / 2000

		FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Expenditures	Personnel Services	7,884,163	8,898,501	8,539,294	9,082,912
	Supplies	14,084,815	12,833,200	18,476,200	18,858,500
	Other Services and Charges	3,005,704	3,438,095	3,466,795	3,513,310
	Equipment	0	236,500	236,500	0
	Non-Capital Equipment	2,685	151,800	151,800	151,321
	Total M & O Expenditures	24,977,367	25,558,096	30,870,589	31,606,043
	Debt Service & Other Uses	0	0	0	46,000
	Total Expenditures	24,977,367	25,558,096	30,870,589	31,652,043
Revenues		25,057,967	25,557,505	30,735,326	31,652,043
Staffing	Full-Time Equivalents - Civilian	152.5	151.6	141.3	149.7
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	152.5	151.6	141.3	149.7
	Full-Time Equivalents-Overtime	18.2	16.4	16.4	15.4

**Budget Highlights**

- o Enhance the level of preventive maintenance (pm) by reestablishing regular meetings with vehicle coordinators (17 departments) to review pm reports, schedule pms, and provide operational suggestions for improvement.
- o Improve effectiveness of operation by updating diagnostic equipment and provide mechanic training. Meet with departmental vehicle coordinators to evaluate individual department equipment needs.
- o Include funding for salary adjustments and promotions for laborer, senior inventory management clerk, inventory management supervisor, senior account clerk, account clerk, administrative aide, and technical hardware analyst II.

**Fleet Management Fund  
 Public Works & Engineering  
 Expenditure Summary**



**FISCAL YEAR 2008 BUDGET**

**Business Area Cost Center Summary**

**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus Area No.** : 1005 / 2000

Cost Center Description	Cost Center Objectives
<b>PWE-Fleet Maintenance Admin. 2000010014</b> Provide management, administrative support, and data entry for maintenance operations.	Effectively support the fleet operation.
<b>PWE-Fleet Maintenance Direct. 2000010015</b> Provide vehicle and equipment repair and preventive maintenance in support of the Public Works Department. In addition, maintain vehicles for 17 user departments. Service, maintain and repair vehicles for customers in a timely and professional manner.	Reduce downtime by improving maintenance procedures, recommending replacement fleet equipment with more efficient models and institute better preventative maintenance measures.

**FISCAL YEAR 2008 BUDGET**

**Business Area Cost Center Summary**

**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus Area No.** : 1005 / 2000

Performance Measures	FY2006 Unaudited			FY2007 Estimate			FY2008 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Fleet Operations Supported	100%			100%			100%		
	59.0	2,120,719		55.2	3,425,891		59.5	3,728,078	
Vehicle Availability Rate	95.0%			95.0%			95.0%		
Lubes Performed	6,902			6,000			6,000		
Average Repair Time	2.7			3.0			3.0		
Reduce Fleet Size	3.5%			2.0%			1.0%		
Direct Labor Product. Rate	67.5%			78.4%			70.0%		
	93.5	22,856,648		86.1	27,444,698		90.2	27,923,965	
Total	<u>152.5</u>	<u>24,977,367</u>		<u>141.3</u>	<u>30,870,589</u>		<u>149.7</u>	<u>31,652,043</u>	

**FISCAL YEAR 2008 BUDGET**

Fund Name : Fleet Management Fund  
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JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
ACCOUNT CLERK	10	1.0	1.0	
ACCOUNTANT	17	2.0	2.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	4.0	5.0	1.0
ADMINISTRATIVE ASSOCIATE	13	0.0	0.0	
ADMINISTRATIVE SUPERVISOR	22	0.0	1.0	1.0
ASSISTANT DIRECTOR(EXE LEV)	32	1.0	1.0	
AUTOMOTIVE SERVICE WRITER	15	0.0	2.0	2.0
DIVISION MANAGER	29	1.0	1.0	
EQUIPMENT WORKER	13	0.0	5.0	5.0
INVENTORY MANAGEMENT SUPERVISOR	17	2.0	1.0	(1.0)
LABORER	04	4.0	2.0	(2.0)
MAINTENANCE MECHANIC II	12	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	1.0	0.0	(1.0)
MECHANIC I	11	19.0	19.0	
MECHANIC II	15	13.0	16.0	3.0
MECHANIC III	19	64.0	58.0	(6.0)
OFFICE SUPERVISOR	17	3.0	2.0	(1.0)
PROCUREMENT SPECIALIST	24	1.0	3.0	2.0
SEMI-SKILLED LABORER	06	1.0	3.0	2.0
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR PAYROLL CLERK	13	0.0	1.0	1.0
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SHOP MANAGER	23	12.0	11.0	(1.0)
SR INVENTORY MANAGEMENT CLERK	12	19.0	13.0	(6.0)
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	1.0	1.0	
SUPERINTENDENT	24	2.0	2.0	
SYSTEMS ACCOUNTANT II	23	1.0	0.0	(1.0)
SYSTEMS ACCOUNTANT III	27	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	0.0	0.0	
<b>Total FTEs</b>		<b>158.0</b>	<b>156.0</b>	<b>(2.0)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>6.4</b>	<b>6.3</b>	<b>(0.1)</b>
<b>Full-Time Equivalents</b>		<b>151.6</b>	<b>149.7</b>	<b>(1.9)</b>

**FISCAL YEAR 2008 BUDGET**

**Business Area Revenue Summary**

**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus Area No.** : 1005 / 2000

Commit Item	Description	FY2007 Budget	FY2007 Estimate	FY2008 Budget
<b>2000010015</b>	<b>PWE-Fleet Maintenance Direct.</b>			
424120	Interfund Vehicle Fuel	7,792,000	12,150,000	<b>13,891,618</b>
424130	Interfund Vehicle Repair	7,531,958	8,694,000	<b>10,239,116</b>
432010	Interest on Pooled Investments	35,000	35,000	<b>35,000</b>
452020	Recoveries & Refunds	5,000	5,000	<b>5,000</b>
457040	Interfund Fleet Maintenance	10,193,547	9,851,326	<b>7,481,309</b>
<b>Total</b>	<b>PWE-Fleet Maintenance Direct.</b>	<u>25,557,505</u>	<u>30,735,326</u>	<u><b>31,652,043</b></u>
<b>Total</b>	<b>Public Works &amp; Engineering</b>	<u><u>25,557,505</u></u>	<u><u>30,735,326</u></u>	<u><u><b>31,652,043</b></u></u>

**FISCAL YEAR 2008 BUDGET**

**Business Area Expenditure Summary**

**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus. Area No.** : 1005 / 2000

Commit Item	Description	FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
500010	Salary Base Pay - Civilian	4,521,623	5,166,497	4,934,415	5,229,685
500060	Overtime - Civilian	930,551	805,290	805,290	816,193
500090	Premium Pay - Civilian	8,388	36,020	9,100	13,300
501070	Pension - Civilian	730,588	847,292	793,400	826,292
501120	Termination Pay - Civilian	195,912	231,000	231,000	231,000
502010	FICA - Civilian	416,450	456,489	407,770	488,739
503010	Health/Life Insurance - Active Civilian	717,266	946,673	828,119	891,190
503050	Health/Life Insurance - Retiree Civilian	230,090	238,278	285,700	264,301
503060	Long Term Disability	17,393	26,412	18,200	21,456
503061	Long Term Disability	0	0	0	4,470
503090	Workers Compensation-Civilian-Admin	113,402	75,049	210,000	35,407
503100	Workers Compensation-Civilian-Clm	0	0	0	184,593
504020	Compensation Contingency	0	64,091	0	64,875
504030	Unemployment Claims	2,500	5,410	16,300	5,239
504031	Unemployment Claims	0	0	0	6,172
<b>Total</b>	<b>Personnel Services</b>	<b>7,884,163</b>	<b>8,898,501</b>	<b>8,539,294</b>	<b>9,082,912</b>
511010	Chemical Gases & Special Fluids	3,658	9,100	4,700	6,100
511015	Cleaning & Sanitary Supplies	26,444	21,500	21,500	23,000
511020	Construction Materials	810	6,700	3,100	3,100
511025	Electrical Hardware & Parts	2,073	4,100	2,000	4,100
511030	Mechanical Hardware & Parts	4,844	3,600	12,800	3,600
511035	Meters Hydrants & Plumbing Supplies	0	700	700	700
511040	Audiovisual Supplies	0	400	400	400
511045	Computer Supplies	3,476	26,500	14,500	14,500
511050	Paper & Printing Supplies	4,161	3,300	7,000	7,000
511055	Publications & Printed Materials	6,107	1,200	2,500	5,000
511060	Postage	58	200	200	200
511070	Miscellaneous Office Supplies	30,990	35,000	35,000	37,000
511085	Drugs & Medical Chemicals	0	400	400	400
511090	Medical & Surgical Supplies	1,890	1,500	1,500	2,100
511110	Fuel	8,283,122	7,563,500	12,158,000	12,540,000
511115	Vehicle Repair & Maintenance Supplies	5,602,601	5,000,000	6,105,500	6,101,500
511120	Clothing	26,312	37,500	21,000	21,500
511125	Food Supplies	5,319	2,000	5,100	3,000
511145	Small Tools & Minor Equipment	27,846	35,000	30,000	35,000
511150	Miscellaneous Parts & Supplies	55,104	81,000	50,300	50,300
<b>Total</b>	<b>Supplies</b>	<b>14,084,815</b>	<b>12,833,200</b>	<b>18,476,200</b>	<b>18,858,500</b>
520100	Temporary Personnel Services	35	1,000	1,000	1,000
520101	Janitorial Services	0	0	41,000	41,000
520102	Security Services	105,440	128,000	128,000	133,000
520107	Computer Info/Contr	0	45,800	45,800	45,800
520109	Medical Dental & Laboratory Services	3,303	1,900	3,200	3,800
520114	Miscellaneous Support Services	169	500	500	500
520115	Real Estate Lease/Office Rental	34,719	40,000	40,000	41,000
520118	Refuse Disposal	8,648	34,000	34,000	34,000
520119	Computer Equipment/Software Maintenance	4,188	500	500	500
520120	Communications Equipment Services	0	0	100	0
520121	IT Application Svcs	5,247	900	4,495	4,590
520122	Office Equipment Services	259	500	900	1,300

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**Business Area Expenditure Summary**

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Commit Item	Description	FY2006 Unaudited	FY2007 Budget	FY2007 Estimate	FY2008 Budget
520123	Vehicle & Motor Equipment Services	2,403,306	2,543,458	2,600,000	2,600,000
520124	Other Equipment Services	29,557	98,500	71,000	71,000
520515	Print Shop Services	14,130	16,500	16,500	16,500
520520	Printing & Reproduction Services	0	700	700	700
520605	Advertising Services	0	6,300	0	0
520725	Assessments - Other Governments	0	1,000	0	0
520765	Membership & Professional Fees	834	2,600	7,000	7,000
520805	Education & Training	18,478	28,400	28,400	28,400
520815	Tuition Reimbursement	294	0	8,000	8,000
520905	Travel - Training Related	834	2,000	2,000	6,000
520910	Travel - Non-Training Related	0	5,000	1,000	1,000
521405	Building Maintenance Services	120,016	113,500	153,000	153,000
521410	Sewer Services	3,189	12,000	5,600	10,000
521505	Electricity	152,485	172,308	145,000	161,000
521510	Natural Gas	16,763	34,129	16,800	29,070
521605	Data Services	2,967	15,000	6,900	12,750
521610	Voice Services	5,937	18,600	15,800	15,810
521705	Vehicle/Equipment Rental/Lease	0	300	300	300
521715	Office Equipment Rental	3,119	9,300	7,800	7,800
521725	Other Rental	2,431	18,000	9,000	9,000
521730	Parking Space Rental	0	1,400	1,200	1,190
521905	Legal Services	279	600	600	600
522205	Metro Commuter Passes	1,980	1,900	1,700	1,700
522430	Miscellaneous Other Services & Charges	49,045	52,000	52,000	52,000
522715	Interfund Electrical Maintenance	0	22,500	12,000	12,000
522735	Interfund Communication Equipment Repair	4,170	9,000	5,000	2,000
522790	Interfund Inventory Adjustments	10,128	0	0	0
522800	Cost of Goods Sold	3,553	0	0	0
522820	Interfund EB Cape Training	201	0	0	0
<b>Total</b>	<b>Other Services and Charges</b>	<b>3,005,704</b>	<b>3,438,095</b>	<b>3,466,795</b>	<b>3,513,310</b>
560220	Vehicles	0	236,500	236,500	0
<b>Total</b>	<b>Equipment</b>	<b>0</b>	<b>236,500</b>	<b>236,500</b>	<b>0</b>
551015	Non-Capital Computer Equipment	0	100,500	100,500	101,000
551030	Non-Capital Machinery & Equipment	0	51,300	51,300	50,321
551040	Non-Capital Other	2,685	0	0	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>2,685</b>	<b>151,800</b>	<b>151,800</b>	<b>151,321</b>
532055	Transfers to Certification of Obligation	0	0	0	46,000
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,000</b>
<b>Grand Total Expenditures</b>		<b>24,977,367</b>	<b>25,558,096</b>	<b>30,870,589</b>	<b>31,652,043</b>